

SLDS Annual FERPA Training

After logging into the SLDS, the following will display.

ND SLDS Required Training

The required FERPA training is available, and must be completed within 45 days to continue using the North Dakota SLDS.

[Click here](#) to complete the training modules: FERPA 101 and Essential SLDS Practices


1. Select Click Here

North Dakota SLDS required training modules are on the left. Each module displays your individual completion status. When you have completed a module, certify by using the "Certify Completion" link on the training module. If your system access has been limited due to overdue training, you will need to log out of the SLDS and log back in again to regain access once the required training has been completed.

FERPA 101 Essential SLDS Practices	Not Complete FERPA 101 Start Date: 1/1/2016 Must Complete By: 1/31/2016 Completed: No IMPORTANT: ND Century Code requires the provision of annual training regarding student data protection to individuals who access the SLDS. Proceed to view the FERPA 101 training video. Please certify your completion immediately after viewing to continue access to the SLDS. <ul style="list-style-type: none">• The training will take approximately 20-40 minutes.• You have up to 30 days to complete the training and certify.• Users that have not completed training during the 30-day window will be unable to access student data; the PK-12 tab will no longer be available. Completion of the training will return access for the user.• For further assistance contact Support. FERPA 101 https://training.wecomply.com/wc2/doologin.aspx?id=10821 By clicking Certify Completion , you are verifying you have registered and viewed the FERPA 101 training video. Certify Completion
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2. Select the **FERPA 101** link and then select the url in the dialog box:

<https://training.wecomply.com/wc2/doologin.aspx?id=10821>

**U.S. Department of Education**
FERPA
Awareness Training

Enter your email address

Enter your password [Forgot it?](#)

Register as new user

3. If you **completed** this training during the 2015-16 school year, enter in your email address and password. Select>Sign In
 - a. If you have forgotten your password, select Forgot It, enter in your email, submit and your password will be emailed to you.
 - b. Sign In once you receive your forgotten password.
 - c. Move to Step 6, skipping steps 4 and 5 to continue on with the training.

- If you **did not complete** this training during the 2015-16 school year, select Register as new user. The E-mail entered should be your Profile email, found in the SLDS>select your name and then SLDS User Settings.

Enter your information:

First Name:

Last Name:

E-mail:

State:

Organizational Affiliation:

Password:

Confirm:

- Enter in a Password and Confirm the password. For security reasons, create a new password for this site. Do not use an existing password. Submit.
- Once you have submitted, select the FERPA 101 training from the list by selecting **Review (to take this course again)** or **Start (those new to the SLDS)** on the right within the **FERPA 101** training. You are required to complete or take this course again, **FERPA 101**, to complete this module.

You have completed the following courses:

Program	Time Started	Time Completed		
FERPA 101 (ADA Accessible)	8/18/2015 9:23:54 AM	8/18/2015 9:26:58 AM	Certificate	Review
FERPA 101	4/21/2015 4:56:07 PM	4/21/2015 5:20:24 PM	Certificate	Review

[Change Password...](#)

The following courses have been assigned to you:

Program	Date Assigned	Available Languages	
FERPA 201: Data Sharing (ADA Accessible)	Elective	<input type="text" value=""/>	Start
FERPA for Colleges and Universities (ADA Accessible)	Elective	<input type="text" value=""/>	Start
FERPA 101 (ADA Accessible)	Elective	<input type="text" value=""/>	Start
FERPA 201: Data Sharing	Elective	<input type="text" value=""/>	Start
FERPA for Colleges and Universities	Elective	<input type="text" value=""/>	Start
FERPA 101	Elective	<input type="text" value=""/>	Start

- Start the **FERPA 101** training module and take the quiz at the end.
- A certificate is available to print for your records at completion of the training. Close the window after completion of the quiz or after printing the certificate.
- Return to the SLDS to **Certify Completion**.
- Select the **Certify Completion** for the FERPA 101 training. Click **OK** to verify completion.
- To complete the next module requirement, select the **Essential SLDS Practices** from My Training Details.
- Select the link: **Essential SLDS Practices** from the dialog box.
- Once you have read the **Essential SLDS Practices** document, return to My Training Details.
- Select the **Certify Completion** for the Essential SLDS Practices. Click **OK** to verify completion.

You have now completed the annual training.

**Users that have not completed training during the 30-day window will be unable to access student data; the PK-12 tab will no longer be available and the following dialog box will display.

My Training

Your system access has been limited due to overdue training requirements. Please complete all required training before continuing to use the SLDS.

All North Dakota SLDS required training modules are listed here along with your individual completion status.

Modules				
Name	Required	Active	Due	Complete
FERPA 101	Yes	Yes	10/17/2015	Available Details
Essential SLDS Practices	Yes	Yes	10/17/2015	Available Details

Close

Completion of the training will return access for the user. Logging out and logging back in will trigger the PK-12 tab to display. Contact the EduTech Help Desk for assistance if needed.